

Local Assessment Program Name
U.S. EPA Brownfield Assessment Grant
Cooperative Agreement No. XXXXX

Quarterly/Financial Report
For the annual/quarterly period ending Date

submitted by:

Grantee Name

Local Assessment Program Name
U.S. EPA Brownfields Assessment Grant

A. Project Title

Local Assessment Program Name

B. Name of Grantee

Grantee Name

C. Cooperative Agreement No. XXXXXX

Date of Award: Date

Project Period: Dates

Grant(s) Amount: Amount for Hazardous Substance and/or Petroleum Grant(s)

D. Project Contact(s)

Name:

Title:

Address:

Phone:

Fax:

E-Mail:

E. Chief Executive

Name:

Title:

Address:

Phone:

Fax:

E-Mail:

Local Assessment Program Name
U.S. EPA Brownfields Assessment Grant
Cooperative Agreement No. XXXX

Annual/Quarterly Report
For the annual/quarterly period ending Date

INTRODUCTION

Use this section's opening paragraph to provide the EPA with a good summary as to the number and types of assessment projects completed and ongoing. Give a brief summary of the amount of funds spent or committed toward the projects.

The following paragraphs in this section should be a summary of your assessment program. Provide details as to how and why it was established. How the EPA funds have helped and how they are used. Name the types of assessment services that are eligible under your program. Briefly describe how projects are selected.

PROGRAM ACTIVITIES

Projects Approved

Provide a summary as to the number of projects approved during the quarter or year. Note that the Property Profile forms are attached.

Completed Projects

Provide the EPA with a running tally as to the number of projects completed using the assessment grant funds. Remember, a completed project can also mean a project where you spent all the EPA funds you wanted to at the property, even though assessment activities may still be going. Note that the Property Profile forms are attached.

List the individual projects and provide short synopsis of the projects, the results of the assessment activities, environmental areas of concern, contaminants of concern, progress made at each, and further steps toward redevelopment known at the time of the report.

Active Projects

Summarize the number of active projects and note that the Property Profile forms are attached.

List the individual projects and provide short synopsis of the projects, progress made since the last report, the results of the assessment activities completed thus far, environmental areas of concern, contaminants of concern, and the remaining assessment activities.

Important Dates and Major Tasks

Provide the EPA with a running tally of major accomplishments and tasks (e.g., setting up program, selecting projects, new awards, etc.). Provide a month and year for each.

On-going

Mention in this section on-going tasks under the program.

ANNUAL/QUARTERLY FINANCIAL REPORT

The County provides more budget details under this section than what the attach SF269a provides.

Program Budget

Provide details as the amount of funds spent under each budget category (refer to your Cooperative Agreement for budget categories).

A paragraph such as this..."Complete budget details of the \$XXX.XX U.S. EPA funds under the Local Program are provided in the enclosed Financial Status Report (SF269a). A summary of the program's budget is provided below."

Hazardous Substances Assessment Grant			
Budget Categories	Amount Allocated	Amount Expended or Committed	Balance
Contractual			\$ -
Community Outreach			\$ -
Travel/Training			\$ -
Equipment/Supplies			\$ -
Total	\$ -	\$ -	\$ -

Petroleum Assessment Grant			
Budget Categories	Amount Allocated	Amount Expended or Committed	Balance
Contractual			\$ -
Community Outreach			\$ -
Travel/Training			\$ -
Equipment/Supplies			\$ -
Total			\$ -

Budget Categories

This section provides a summary of the budget categories. The County mentions that none of the costs reflected in the assessment grant budget are administrative costs, and that the County absorbs all personnel costs and provides in-kind services, such as legal and staff. The County also states that it is committed to conducting environmental site assessments by stating the percentage of grant funds that will be spent on these activities. A description of each budget category and the amount allocated is provided below.

Contractual (amount allocated: \$XX.XX)

Under each heading mention the type of eligible activities/products/services.

Community Outreach (amount allocated: \$XX.XX)

Travel/Training (amount allocated: \$XX.XX)

Equipment/Supplies (amount allocated: \$XX.XX)

Program Expenditures

This section provides the EPA with a summary of funds expended during the annual/quarterly period of the report. Hazardous Substances and Petroleum funds are tallied together and separately. The County also provides the total expended on eligible costs.

Budget Categories	Period Expenditures
Contractual	
Community Outreach	
Travel/Training	
Equipment/Supplies	
Total	\$ -

ATTACHMENTS

- Financial Status Report (SF26a) (2 pages)
- MBE/WBE Progress Report (EPA Form 5700-52a) (4 pages)
- # *Property Profiles* (3 pages each)
 1. **List of Project Names**

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